

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2021/22 ONWARDS**

**Committee: Planning and Licensing**  
**Service Area: Planning Development Management**

**Objectives/rationale of the fee/charge (e.g. Full cost recovery)**

Pre-applications enable applicants to submit their proposal to us, allowing us to review the application before a full planning applications is submitted indicating the likelihood of gaining planning consent and where possible, highlighting and advising on any potential issues which may arise. Improving approval rate and reducing stress for applicants. Unlike Planning applications the fees are not statutory, neither do we have to offer this service but its something that benefits all parties.

**Proposed change in fee/charge from previous year (%)**

We have offered this service for a number of years. However we are proposing to completely change the menu we offer and essentially this is a completely different service and cant be compared to what we currently have in place. We have worked with our agents to understand exactly what they require from this service, reviewed internal resource and have built this service to cater accordingly. The cost is calculated on a cost recover basis, taking into consideration staff time and cost of specialised consultees.

**Justification for revised charge (compared to previous year)**

The new charges can't be compared to what we previously offered as the service provided is changing.

**What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?**

We have worked cost based on the service being offered at a cost recovery basis. Worked with local planning agents to understand needs. Reviewed the current pre-application service and benchmarked cost against other authorities in Essex.

**If significant change in charge, what consultation was undertaken with the general public?**

We have worked with Planning agents to understand requirements, discussing the proposal at planning agent meetings.

**Expected budgeted income**

£678,000, increase of £50k. Based on fees since 1st Jan 2020, we have received 100k in pre app fees, with the new charges in same period Brentwood would've received £150k

<b>PLANNING AND LICENSING</b> <b>FEES &amp; CHARGES SCHEDULE FROM 1 APRIL 2021</b>
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021	April 2021-March 2022	April 2020-March 2021	April 2021-March 2022
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

<b>SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT</b>
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<b>CHARGING AREA: Planning Application Fees</b>
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<b><u>All Outline Applications</u></b>						
Up to 2.5 hectare, per 0.1 hectare	O	S	462.00	462.00	462.00	462.00
More than 2.5 hectares	O	S	11,432.00	11,432.00	11,432.00	11,432.00
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	138.00	138.00	138.00	138.00
<b><u>Householder Applications</u></b>						
Alterations/extensions to a single dwelling	O	S	206.00	206.00	206.00	206.00
<b><u>Full Applications</u></b>						
Alterations/extensions two or more dwellings	O	S	407.00	407.00	407.00	407.00
New Dwellings (up to 50) per dwelling	O	S	462.00	462.00	462.00	462.00
New Dwellings more than 50	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
<b><u>Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)</u></b>						
Gross Floor up to 40sq m	O	S	234.00	234.00	234.00	234.00
Gross Floor 40 sq m to 75 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 3750 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
<b><u>Erection of building (on land used for agriculture for agricultural purposes)</u></b>						
Gross Floor Space up to 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor 465 sq m to 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 4215 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
<b><u>Erection of glasshouses</u></b>						
Gross Floor no more than 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor more than 465 sq m	O	S	2,580.00	2,580.00	2,580.00	2,580.00
<b><u>Erection/Alterations/Replacement of Plant and Machinery</u></b>						
Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	462.00	462.00	462.00	462.00
Site Area more than 5 hectares	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
<b><u>Applications other than Building Works</u></b>						
Car parks, Service Roads or other accesses	O	S	234.00	234.00	234.00	234.00
<b><u>Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)</u></b>						
Site Area no more than 15 hectares per 0.1 hectare	O	S	234.00	234.00	234.00	234.00
Site Area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00
<b><u>Operations connected with exploratory drilling for oil or natural gas</u></b>						
Site area not more than 7.5 hectares each 0.1 hectare	O	S	508.00	508.00	508.00	508.00
Site area more than 7.5 hectares	O	S	38,070.00	38,070.00	38,070.00	38,070.00
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	151.00	151.00	151.00	151.00
<b><u>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</u></b>						
Site area not more than 15 hectares each 0.1 hectares	O	S	257.00	257.00	257.00	257.00
Site area more than 15 hectares	O	S	38,520.00	38,520.00	38,520.00	38,520.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	151.00	151.00	151.00	151.00
<b><u>Operations (winning and working of minerals) excluding oil or natural gas</u></b>						
Site area not more than 15 hectares each 0.1 hectares	O	S	234.00	234.00	234.00	234.00
Site area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00
<b><u>Other operations (not coming within any of the above catergories)</u></b>						
Any site area per 0.1 hectares up to a maximum of £1690	O	S	234.00	234.00	234.00	234.00
<b><u>Lawful Development Certificate</u></b>						
Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing use or operation - lawful not to comply with any condition or limitation	O	S	234.00	234.00	234.00	234.00
Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

PLANNING AND LICENSING						
FEES & CHARGES SCHEDULE FROM 1 APRIL 2021						
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2020-March 2021	April 2021-March 2022	April 2020-March 2021	April 2021-March 2022
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SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT						
CHARGING AREA: Planning Application Fees						
Prior Approval						
Agricultural and Forestry buildings & operations or demolition of buildings	O	S	96.00	96.00	96.00	96.00
Telecommunications Code Systems Operators	O	S	462.00	462.00	462.00	462.00
Proposed Change of Use to State Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curilage to Dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Proffesional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	96.00	96.00	96.00	96.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Proffesional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Proffesional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (ClassD2)	O	S	96.00	96.00	96.00	96.00
Reserved Matters						
Application for approval of reserved matters following outline approval	O	S	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462
Approval/Variation/Discharge of condition						
Application for removal or variation of a condition following grant of planning permission	O	S	234.00	234.00	234.00	234.00
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	34.00	34.00	34.00	34.00
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	116.00	116.00	116.00	116.00
Change of Use of a building to use as one or more seperate dwellings houses or other cases						
Not more than 50 dwellings - each dwelling	O	S	462.00	462.00	462.00	462.00
More than 50 dwellings	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
Other Changes of use of a building or land	O	S	462.00	462.00	462.00	462.00
Advertising						
Relating to the business on the premises	O	S	132.00	132.00	132.00	132.00
Advance signs which are not situated on or visible from the site, directing the public to a	O	S	132.00	132.00	132.00	132.00
Other advertisements	O	S	462.00	462.00	462.00	462.00
Application for a New Planning Permission to replace an Extant Planning Permission						
Applications in respect of major developments	O	S	690.00	690.00	690.00	690.00
Applications in respect of householder developments	O	S	68.00	68.00	68.00	68.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00
Application for a Non-material Amendment following a grant of Planning Permission						
Applications in respect of householder development	O	S	34.00	34.00	34.00	34.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00
Application for Permission in Principle						
For each 0.1 hectare of the site area	O	S	402.00	402.00	402.00	402.00
For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017						

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<b>SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT</b>
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<b>CHARGING AREA: Pre-Application Advice</b>
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**Pre-Application Advice**

<b>Householder</b>						
1	Householder - written response only	S	D		58.33	70.00
2	Up to 1-hour meeting and written summary / with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D		141.67 / 266.67	170 / 320
3	Follow up comments per additional set of drawings (within 3 months timescale)	S	D		29.17	35.00
4	Express Householder Advice - e.g. week turnaround	S	D		416.67	500.00
<b><u>Change of Use of a Building or Land where the proposal does not constitute Minor or Major development</u></b>						
NB this would include a change of use of the land to additional residential garden; paddocks; and buildings to non-residential use						
5	Up to 1-hour <b>inhouse</b> meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D		350 / 483.33	420 / 580
6	Up to 1-hour <b>onsite</b> meeting and written summary/ with specialist advice (where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D		375 / 508.33	450 / 610
7	Follow up comments upon per additional set of drawings				150.00	180.00
<b><u>Creation of a singular: dwellinghouse; replacement dwellinghouse; or residential annexe</u></b>						
Note: in excess of 1 but below 10 units constitutes Minor development						
8	Up to 1-hour inhouse meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	S	D		350 / 483.33	420 / 580
9	Up to 1-hour onsite meeting and written summary/ with specialist advice Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	S	D		375 / 508.33	450 / 610
10	Follow up comments upon per additional set of drawings	S	D		150.00	180.00
<b><u>Minor Development</u></b>						
11	Written summary only/ with specialist advice	S	D		350 / 483.33	420 / 580
12	Up to 1-hour inhouse meeting and written summary/ with specialist advice	S	D		716.67 / 850	860 / 1020
13	Up to 1-hour onsite meeting and written summary/with specialist advice	S	D		741.67 / 850	890 / 1050
14	Additional 1-hour inhouse meetings and written summaries/ with specialist	S	D		458.33 / 591.67	550 / 710
15	Follow up comments per additional set of drawings	S	D		166.67	200.00
<b><u>Small major development (includes Heritage Assests/ Urban Design)</u></b>						
new building has between 1000 and 2499 sqm of floor space						
Or the site is between 0.5 and 1.99 hecatres (where you don't know the floor space.						
16	Up to 1-hour inhouse meeting and written summary	S	D		2,083.33	2,500.00
17	Up to 1-hour <b>onsite</b> meeting and written summary set	S	D		2,108.33	2,530.00
Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in the last three months.						
18	Written advice	S	D		250.00	300.00
19	A subsequent meeting with a planning officer	S	D		1,500.00	1,800.00
<b><u>Large major development (includes Heritage Assests/ Urban Design)</u></b>						
If your new building has between 2500 and 4999 sqm of floor space						
Or The site area is up between 2.0 and 4.99 hectares (where you don't know the floorspace)						
20	Up to 1-hour inhouse meeting and written summary	S	D		2,500.00	3,000.00
21	Up to 1-hour <b>onsite</b> meeting and written summary set	S	D		2,525.00	3,030.00
Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in the last three months.						
23	A subsequent meeting with a planning officer	S	D		1,916.67	2,300.00
<b><u>Strategic Development (Principal Planner)</u></b>						
Your new building has 5000 or more sqm of floor space						
The site area is 5 or more hectares (where you don't now the floorspace)						
24	Up to 1-hour inhouse meeting and written summary	S	D		2,833.33	3,400.00
25	Up to 1-hour onsite meeting and written summary	S	D		2,858.33	3,430.00
26	A reduced fee for follow up meetings if you have: already had a meeting in relation to the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months	S	D		2,250.00	2,700.00
<b><u>Planning Performance Agreement - Separate set of Fees</u></b>						
BBC can offer a tailored service to developers in regard to the above advice types. These can include meetings with elected members including ward members and members of the Planning Committee. We can negotiate compliance with conditions during the course of construction and through the redevelopment and conversion of listed buildings with the appropriate specialist advisors offering direct and timely contact with Officer's.						
<b><u>Post-Application Conditions Advice</u></b>						
Some developments may result in conditions which you may wish to discuss in more detail with the Planning Officer to consider your options. Particularly where there are requirements for particular materials. Officers can advise on the requirements in consultation with specialist advisors where applicable.						
Note: Developers are reminded of the provisions of the NPPF with particular regard to paragraph 130.						
27	Written summary only	S	D		125.00	150.00
28	Up to 1-hour inhouse meeting and written summary	S	D		208.33	250.00
29	Up to 1-hour onsite meeting and written summary	S	D		233.33	280.00
Advice from Officers specialising in the Heritage Assets, Urban Design or Landscaping may also be required and is charged separately.						



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<b>SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT</b>
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<b>CHARGING AREA: Pre-Application Advice</b>
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**Pre-Application Advice**

1	Householder - written response only	S	D	50.00	60.00	N/A	N/A
2	Householder – written advice and half-hour meeting with planning officer	S	D	100.00	120.00	N/A	N/A
3	Householder, proposals in a conservation area or works to listed building – written advice and 1 hour meeting with planning officer and conservation Officer	S	D	233.33	280.00	N/A	N/A
4	Change of use of Building or Land	S	D	150.00	180.00	N/A	N/A
5	Single dwelling, replacement or residential annexe – written advice and 1 hour meeting with planning officer	S	D	150.00	180.00	N/A	N/A
6	If the work for option 3, 4 or 5 above is in a conservation area or for a listed building – specialist advice is needed.	S	D	POA	POA	N/A	N/A

**Minor Development**

Minor development – written advice and 1 hour meeting	S	D	358.33	430.00	N/A	N/A
Additional 1-hour meetings	S	D	125.00	150.00	N/A	N/A
Change of scheme, further comments	S	D	125.00	150.00	N/A	N/A

**Major Development**

Major development – written advice and 1 hour meeting	S	D	1,500.00	1,800.00	N/A	N/A
Additional meetings charged per hour	S	D	358.33	430.00	N/A	N/A
Change of scheme, further comments	S	D	358.33	430.00	N/A	N/A

**Planning Performance Agreement**

50 - 100 Homes or 5000 - 9,999 sqm commercial floorspace	S	D	8,250.00	9900	N/A	N/A
101 - 199 homes or 10,000 - 19,999 sqm commercial floorspace	S	D	16,500.00	19800	N/A	N/A
200 homes plus / 20,000 sqm commercial floorspace	S	D	33000	39600	N/A	N/A

In addition, to these costs, the applicant shall commit to cover the following:

1. The Council's reasonable costs in the appointment of external consultants (such as independent Viability Consultants) to progress the application shall be agreed by the applicant on a case by case basis. All appointments whose costs are covered by the applicant will be by mutual agreement, with the council obtaining quotes and issuing these to the applicant prior to appointment.

2. The council's reasonable legal costs incurred in association with the preparation of any S106 Agreement that may commence at pre-application stage

NOTE: The Council will use its discretion to seek to enter a PPA for developments of between 10 and 49 homes and commercial floor space of between 1,000 and 4,499 sqm commercial floorspace, where the proposals are of a complex nature and raise issues which would lend themselves to being dealt with through a PPA.

